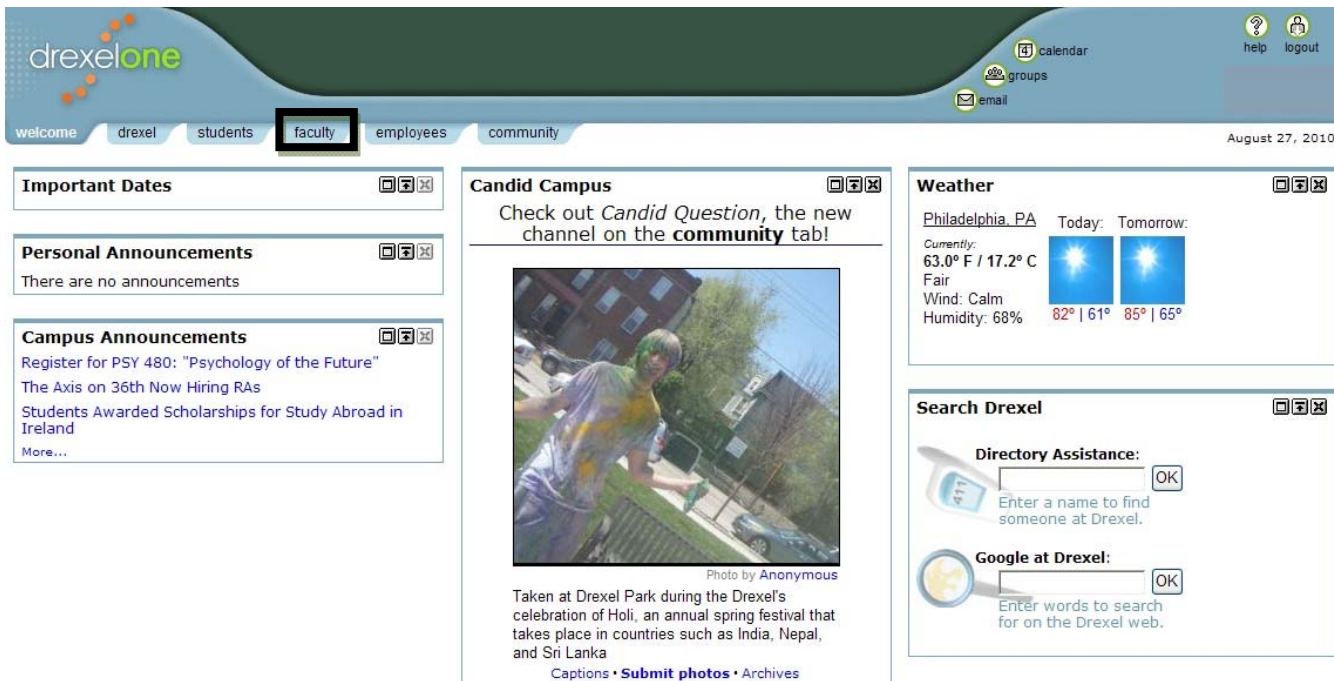


Faculty Guide to Submitting a Grade Change Request Online

1. Login to DrexelOne at <https://one.drexel.edu> and select the Faculty tab.

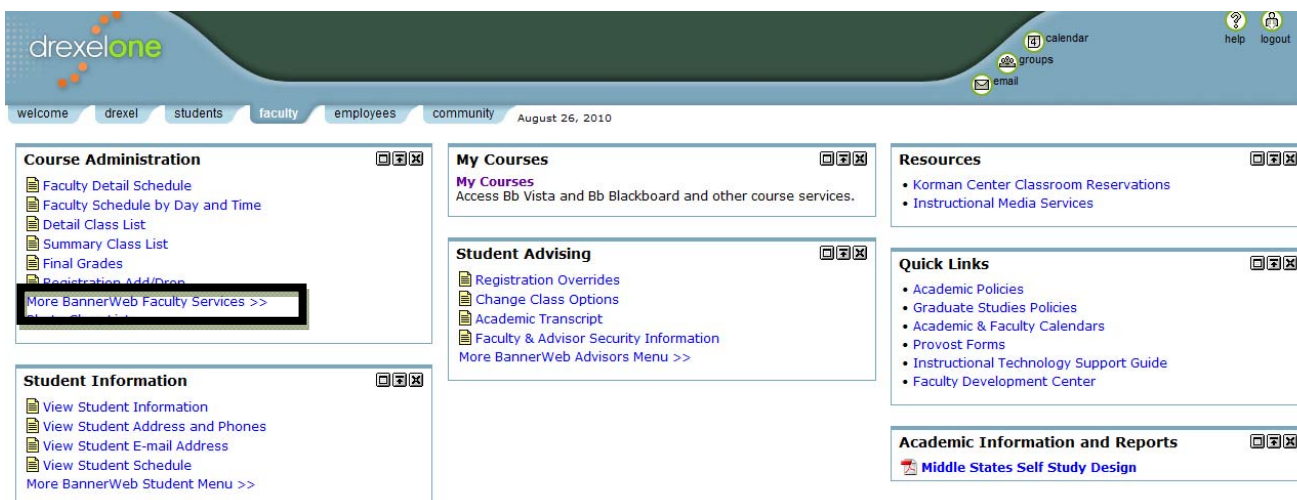


The screenshot shows the DrexelOne website with the 'faculty' tab selected. The interface includes a navigation bar with 'welcome', 'drexel', 'students', 'faculty', 'employees', and 'community'. The 'faculty' tab is highlighted. On the right side, there are utility icons for 'calendar', 'groups', 'email', 'help', and 'logout'. The date 'August 27, 2010' is displayed in the top right corner.

The main content area is divided into several sections:

- Important Dates:** A section with a calendar icon.
- Personal Announcements:** A section stating 'There are no announcements'.
- Campus Announcements:** A section with a calendar icon containing several announcements:
 - Register for PSY 480: "Psychology of the Future"
 - The Axis on 36th Now Hiring RAs
 - Students Awarded Scholarships for Study Abroad in Ireland
 - More...
- Candid Campus:** A section with a calendar icon featuring a photo of a person at a festival. The text reads: 'Check out *Candid Question*, the new channel on the **community** tab!'. Below the photo is the caption: 'Taken at Drexel Park during the Drexel's celebration of Holi, an annual spring festival that takes place in countries such as India, Nepal, and Sri Lanka'. There are links for 'Captions', 'Submit photos', and 'Archives'.
- Weather:** A section with a calendar icon showing weather for Philadelphia, PA. It includes 'Currently: 63.0° F / 17.2° C', 'Fair', 'Wind: Calm', and 'Humidity: 68%'. It also shows 'Today' and 'Tomorrow' forecasts with icons and temperatures (82° | 61° and 85° | 65°).
- Search Drexel:** A section with a calendar icon containing two search boxes:
 - Directory Assistance:** 'Enter a name to find someone at Drexel.' with an 'OK' button.
 - Google at Drexel:** 'Enter words to search for on the Drexel web.' with an 'OK' button.

2. In the Course Administration channel, select More BannerWeb Faculty Services












The screenshot shows the DrexelOne website with the 'faculty' tab selected. The date 'August 26, 2010' is displayed in the top right corner. The main content area is divided into several sections:

- Course Administration:** A section with a calendar icon containing a list of links:
 - Faculty Detail Schedule
 - Faculty Schedule by Day and Time
 - Detail Class List
 - Summary Class List
 - Final Grades
 - Registration Add/Drop
 - More BannerWeb Faculty Services >>** (This link is highlighted with a black box)
- Student Information:** A section with a calendar icon containing a list of links:
 - View Student Information
 - View Student Address and Phones
 - View Student E-mail Address
 - View Student Schedule
 - More BannerWeb Student Menu >>
- My Courses:** A section with a calendar icon containing the text: 'Access Bb Vista and Bb Blackboard and other course services.'
- Student Advising:** A section with a calendar icon containing a list of links:
 - Registration Overrides
 - Change Class Options
 - Academic Transcript
 - Faculty & Advisor Security Information
 - More BannerWeb Advisors Menu >>
- Resources:** A section with a calendar icon containing a list of links:
 - Korman Center Classroom Reservations
 - Instructional Media Services
- Quick Links:** A section with a calendar icon containing a list of links:
 - Academic Policies
 - Graduate Studies Policies
 - Academic & Faculty Calendars
 - Provost Forms
 - Instructional Technology Support Guide
 - Faculty Development Center
- Academic Information and Reports:** A section with a calendar icon containing a link:
 - Middle States Self Study Design



3. Within the Faculty and Advisors menu select the Submit Grade Change link

Faculty & Advisors Menu

-  [Advisor Menu](#)
View a student's transcript; View a student's grades; Display your security setup.
 -  [DegreeWorks for Faculty and Advisors](#)
Displays degree audit information for undergraduate students admitted in academic year 2006-2007 and after.
 -  [Student Menu](#)
Display student information; View a student's schedule; Process registration overrides; Process a student's registration; Change a student's class options.
 -  [Term Selection](#)
 -  [CRN Selection](#)
 -  [Faculty Detail Schedule](#)
 -  [Faculty Schedule by Day and Time](#)
 -  [Detail Class List](#)
 -  [Summary Class List](#)
 -  [Mid Term Grades](#)
 -  [Final Grades](#)
-

Please note the following Grade Submission deadline for Spring Semester 2009-10
For classes with enrollment of 50 or more, grades are due 72 hours after the final exam.
For classes with enrollment less than 50, grades are due 48 hours after the final exam.
The ability to submit grades will be removed on Friday, June 4, 2010 at 12PM Noon.

Please note the following Grade Submission deadlines for Spring Quarter 2009-2010
For classes with enrollment of 50 or more, grades are due 72 hours after the final exam.
For classes with enrollment less than 50, grades are due 48 hours after the final exam.
The ability to submit grades will be disabled on Wednesday, June 16, 2010 at 12PM Noon.

-  [Registration Add/Drop](#)
 -  [Submit Grade Change](#)
-

RELEASE: 8.4

4. Select a respective course by clicking on the CRN number to change a student's grade. The online grade change functionality will only be available for courses that occurred within one academic year of the current term.

Final Grade Change Request - Course Select

Click on the CRN for the course in which a grade change is being requested.

Term	CRN	Course	Course Title
200945-Summer Quarter 09-10	40840	INFO 631 900	Info Technology Integration
200925-Winter Quarter 09-10	22961	INFO 101 501	Introduction to Info Tech
200925-Winter Quarter 09-10	21787	INFO 101 701	Introduction to Info Tech
200915-Fall Quarter 09-10	13138	INFO 101 501	Introduction to Info Tech
200845-Summer Quarter 08-09	40649	INFO 215 501	Soc Aspects Of Info Systems
200845-Summer Quarter 08-09	40756	INFO 215 701	Soc Aspects Of Info Systems

5. Select the student(s) for which a grade change is required by clicking the check boxes on the left of the form. Then select Continue below. Students who do not have a check box are not eligible for a grade change due to one of the following reasons:

- *The student has graduated*
- *The student has an existing grade change request pending*
- *The student has withdrawn from course (Final Grade = W)*

Personal Information **Faculty Services** **Employee Services**

[HELP](#) [EXIT](#)

Final Grade Change Request - Student Select

Please check the select box for the student(s) for which a grade change is needed and then click continue below. If a select box does not appear next to the student's name, a grade change cannot be submitted for the student.

Term: 200925
INFO 101 501 (CRN 22961) - Introduction to Info Tech

Select	Record Number	Student Name	ID	Final Grade
<input type="checkbox"/>	1	Brown, Domic	11111111	A
<input type="checkbox"/>	2	Butler, Deon	22222222	W
<input type="checkbox"/>	3	Howard, Ryan	33333333	A+
<input type="checkbox"/>	4	Hunt, Tony	44444444	A-
<input type="checkbox"/>	5	Kolb, Kevin	55555555	B+
<input type="checkbox"/>	6	Mills, Zack	66666666	B-
<input type="checkbox"/>	7	Norwood, Jordan	77777777	A
<input type="checkbox"/>	8	Paterno, Joseph	88888888	B
<input type="checkbox"/>	9	Robinson, Michael	99999999	A+
<input type="checkbox"/>	10	Royster, Evan	12345678	A+
	11	Victorino, Shane	23456789	INC
	12	Werth, Jayson	34567890	B

[Return to Course Select](#)

6. An Instructor must:

- Select a new grade for the student
- Select an appropriate change reason description via the drop down menu
- Enter justification comments to aid department grade approver when reviewing the request

When all 3 fields are complete, select the Submit Grade Change Request(s) button.

Final Grade Change Request - Grade Select

You must select a New Grade, Change Reason, and enter Justification Comments before clicking the submit button below.

Term: 200925
INFO 101 501 (CRN 22961) - Introduction to Info Tech

Student Name	ID	Final Grade	New Grade	Change Reason	Justification Comments
1 Mills, Zack	66666666	INC	B	INC changed to Grade	Student had medical emergency during the term so I allowed her to finish all course work by week 2 of the following term.
2 Norwood, Jordan	77777777	A	A+	Grade Recalculated	Student submitted an extra credit assingment that needed to be included in final grade calculation.
3 Robinson, Michael	99999999	A+	B+	Entry Error	I accidentally entered the wrong grade for this student

Submit Grade Change Request(s)

[Return to Course Select](#)

7. The final screen confirms to the instructor that the grade change request has been submitted via DrexelOne

Final Grade Change Request - Submission Confirmation

You will receive a confirmation email shortly for each of the grade change(s) you have requested. After the course department grade approver reviews the request, you will receive another email informing you whether your request has been approved or denied.

To submit another grade change request, click the "Return to Course Select" link below.

DO NOT click the Back or Refresh buttons in your web browser.

[Return to Course Select](#)